

City of Central

Request for Proposals for Professional Services for Monitoring of Debris Removal and Related Services

April 1, 2014

I. Background

The City of Central, Louisiana (“City”) is seeking proposals for the monitoring of removal of storm debris generated by storms, from public lands, easements, and rights-of-way. The primary purpose of these services is to insure that the entire debris removal, hauling, and disposal process is done properly, expeditiously and is eligible for reimbursement under Federal Emergency Management Agency (FEMA) and the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) guidelines. Preliminary estimates of debris indicate at least 120,000 cubic yards of debris will have to be removed.

II. Scope of Project

Field Documentation of Work

Respondent will work closely with the City and with FEMA to determine the most effective methods of documentation of work to ensure that debris removal is eligible for Federal and/or state funding. Communicate with FEMA and/or GOSHEP to ensure documentation supports their verification needs for project reimbursement. Assessment and monitoring of debris removal within the City Limits.

Monitoring of Loading Crews

Respondent will provide a sufficient number of collection monitors for each of the Contractor’s loading crews to ensure each load is related to the disaster, and is eligible for Federal and/or state reimbursement. The street address will be recorded on each load ticket. Respondent will initiate a multi-part ticket in the field for each load, containing information related to the location of the debris, time, date, truck identification, truck driver, and will photograph load. The ticket will then be delivered to the disposal sites with the truck driver for rating.

Respondent will provide a minimum of ten monitors beginning no later than 24 hours after a Notice to Proceed is issued. Monitors shall be trained by respondent concerning safety, eligibility for reimbursement, and disaster specific information. Additionally, Respondent will coordinate with FEMA to ensure eligibility for reimbursement by FEMA and/or GOSHEP.

Auditing

Respondent will provide roving monitors, field coordinators, and supervisory personnel to ensure that all monitors are making accurate eligibility calls, keeping sufficient documentation to ensure reimbursement, and are working effectively with the debris removal contractor.

Documentation

Respondent shall provide maps documenting the debris removal progress. The final pass along each roadway will be mapped for the Owner's information, and FEMA and/or GOSHEP documentation. Respondent will assist the City in public communication and relay any citizen complaints for action by the debris removal to contractor or City.

Truck Certification

Respondent will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck shall be provided for load rating and ticket auditing. Additionally, summary books shall be kept at each disposal site for quality control.

Monitoring of Disposal Sites

Respondent will provide trained monitors at each disposal site to call loads based on the amount of debris in each truck. Monitors will verify truck certifications and document that the trucks are empty as they leave the site. Monitors shall review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example).

Data Management

Respondent will establish a data management team to reconcile load ticket information on a daily basis to be provided to the City, FEMA, and the debris removal Contractor for use and information. Additionally, the staff will work with the Contractor to reconcile invoices, and help process invoices for recommendation to the Owner. Furthermore, Respondent will organize field information for FEMA documentation including GPS coordinates, addresses, photographs, and debris removal progress, as necessary to ensure FEMA and/or GOSHEP reimbursement. Respondent shall provide additional supporting information as requested by City, FEMA or GOSHEP.

Coordination with Debris Removal Contractor

Respondent will initiate a coordination meeting with the debris removal contractor to help expedite the work, and to discuss any issues that may arise during the project. It is important that the monitor and contractor are communicating with each other to ensure a successful project. Respondent will hold daily meetings with debris monitors and staff for project updates and to communicate safety issues. If important information becomes available, the staff may meet more frequently.

Reporting

Respondent shall provide detailed status reports to the City for use and information. Relevant project statistics and cumulative statistics will be presented to Council at conclusion of project.

III. Deliverables

The following deliverables reflect the minimum required for the proposal:

1. The equivalent of a minimum of 5 monitors up to 12 hours per day beginning no later than 24 hours after a Notice to Proceed is issued.
2. Documentation sufficient to ensure FEMA and/or GOSHEP reimbursement.

3. Certification of all debris removal trucks.
4. Sufficient monitors to monitor debris removal contractors operations through completion of debris removal.

IV. Proposal Requirements

Responses to this proposal must be received no later than 2:00pm (Central Time) on May 14, 2014 in accordance with Exhibit A.

Each proposal shall contain the following:

1. An introductory letter on Respondent's letterhead.
2. At least three references from Respondent's governmental clients for whom Respondent has performed services similar to those in this Request for Proposals including quantity of debris monitored.
3. A profile of Respondent's experience with similar projects, focusing on knowledge of FEMA reimbursement.
4. The resume' of the individual who will be responsible for on-site management of the project.
5. The resume' of each of Respondent's key personnel who will be assigned to the project.
6. An explanation of the manner in which the project will be executed.
7. An explanation of how City will be provided access to documentation.
8. An explanation of the manner of handling correction to any deliverable which City determines is unacceptable.
9. A listing of the specific sites where the work will be performed for any work which will be performed outside the City of Central.
10. Proof of Insurance Coverage as indicated on Exhibit B.
11. The price for each deliverable.
12. An explanation regarding any similar contract cancelled within the last five years.
13. A certification that no principal or employee has a conflict of interest under Federal or Louisiana law.

V. Evaluation of Criteria

- 40% Respondent's relevant experience, qualifications and success in providing services similar to those described in this Request for Proposals.
- 40% Respondent's ability to comply with City's anticipated time schedule.
- 20% Respondent's ability to deliver services at a reasonable cost to City.

VI. Disqualification or Rejection of Proposals

City reserves the right to disqualify any proposal if City is unable to verify that the information provided by Respondent is accurate or valid via direct contact with Respondent's references. Respondent must provide the necessary authorizations for City to verify any of Respondent's previous work.

City specifically reserves the right to reject, in full or in part, all proposals submitted and the right to cancel this Request for Proposals when such action is determined to be in the best interest of City.

VII. Communication with City's Agents

Respondents are requested not to contact or communicate with City, City's employees or agents or debris removal contractor regarding this Request for Proposals until after the contract for services has been awarded or this Request for Proposals has been cancelled.

VIII. Changes, Addenda, Withdrawals

City reserves the right to change the due date or issue addenda to the Request for Proposals at any time. If Respondent needs to submit changes or addenda, such changes shall be submitted, in writing, signed by an authorized representative of Respondent and cross-referenced clearly to the relevant section of the proposal.

All changes to proposals must be received prior to the deadline for submission of proposals.

IX. Cost of Preparing Proposals

All costs incurred by Respondents prior to approval of a contract including costs of developing proposal, preparing proposal, and any other expenses incurred by Respondents in responding to this Request for Proposals are entirely the responsibility of the Respondents and shall not be reimbursed by City in any manner.

X. Records Retention

The successful Respondent shall maintain all records relating to any contract which is agreed upon for a period of at least five (5) years after acceptance by City. Additionally, the successful Respondent shall make all records relating to the contract available during normal working hours for audit purposes for a period of five (5) years after project completion.

YOUR PROPOSAL IS IMPORTANT TO US; HOWEVER, IF YOU DO NOT WISH TO SUBMIT A PROPOSAL PLEASE RETURN THIS SHEET WITH YOUR FIRM NAME AND ADDRESS MARKED "NO PROPOSAL", BY FAX TO (225) 261-0811 (Attn: David Barrow) TO VERIFY THAT YOU RECEIVED THIS NOTIFICATION.

CITY OF CENTRAL
Parish of East Baton Rouge
State of Louisiana

PROPOSALS WILL BE RECEIVED BY THE CITY OF CENTRAL, LOUISIANA
UNTIL 2:00 P.M. on MAY 14, 2014

FOR

PROFESSIONAL SERVICES FOR MONITORING OF DEBRIS REMOVAL AND RELATED
SERVICES

PROPOSALS MAY BE E-MAILED OR DELIVERED TO THE FOLLOWING:

DELIVER TO:

City of Central, 13421 Hooper Rd, Ste 9, Central, LA 70818
Attention: Request for Proposals/David Barrow

E-MAIL TO:

CentralRFP@gmail.com

THIS FORM MUST BE ATTACHED TO THE PROPOSAL

FIRM _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DATE _____ DAYTIME PHONE NO. _____ EVENING PHONE NO. _____

FAX NO. _____ EMAIL ADDRESS _____

Positions	Est. Employees Per Day	Hourly Rates
Collection Monitor/Truck Certified		
Clerical/Data Entry/Communications		
Debris Site/Tower Monitor		
Project Coordinators/Supervisors		

Estimate of any additional anticipated expenses _____

An explanation of any additional anticipated expenses (travel, meals, etc.) must be attached on a separate page on within your proposal clearly indicated in a table or spreadsheet.

EXHIBIT A

Insurance Requirements

- A. Commercial General Liability
 - General Aggregate \$3,000,000
 - Each Occurrence \$1,000,000

- B. Business Auto Policy Any Auto; or Owned, Non-Owned & Hired:
 - Combined Single Limit \$1,000,000

- C. Standard Workers Compensation – Full statutory liability for State of Louisiana with Employer's Liability Coverage.

- D. City of Central, must be named as additional insured on all general liability policies described above.

- E. Professional Liability coverage for errors and omissions of at least \$500,000.

- F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

- G. The Certificate Holder should be as: City of Central, Louisiana, Attention: David Barrow, 13421 Hooper Rd, Ste 9, Central, LA 70818